



<b>Classification:</b> Accounting Technician	<b>Position:</b> 212-1741-018
<b>CBID:</b> R04	<b>Office:</b> Accounting Office
<b>Date Prepared:</b> June 20, 2016	<b>Division:</b> Administrative and Financial Management Services Division
<b>KEY: (E) = ESSENTIAL (M) = MARGINAL FUNCTION</b>	

Under the close supervision of the Accounting Administrator II (Sup), the incumbent is responsible for the receipt, deposit, and input to CALSTARS of all incoming funds; the processing of all Revolving Fund and cash receipt transactions; the collection of advances; distribution of warrants; and the processing, encumbering and payment of miscellaneous invoices.

**WORKING CONDITIONS:**

The work is performed in an indoor office setting requiring the incumbent to sit, stand, and/or walk.

**DUTIES AND RESPONSIBILITIES:**

The incumbent is required to work alone and/or in a team environment, use a personal computer and appropriate Commission software, and operate office equipment in the performance of the following duties and responsibilities:

- 25% Maintain all transactions pertaining to the Revolving Fund. Input the travel, salary and vendor payment checks, bank deposits, vendor and travel expense claim schedules into system. (E)
- 25% Daily input the receipts for all monies received by the Commission into CALSTARS. (E)
- 20% Encumber purchase orders; Schedule for payment invoices associated with purchase orders and other types of miscellaneous invoices. (E)
- 15% Distribute checks daily - SCO warrants, travel expense, salary, training and travel advances. Process collection of salary, travel and training advances; salary overpayment; library fines and jury duty fees. Prepare bank deposits weekly for the Cash State and Revolving Fund Accounts. Filing and archiving of accounting records. (E)
- 10% Schedule credit card payments to U. S. Bank. (E)
- 5% Other duties as required consistent with the specifications of the classification. (M)

<b>SIGNATURES</b>	
<b>I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position</b>	
_____ <b>VACANT</b> Employee	_____ <b>RACHAEL RECTENWALD</b> Supervisor
Date	Date